

JOB OPPORTUNITY

Posting Date

MASSACHUSETTS TRIAL COURT

Job Description and Qualifications
for
Administrative Assistant Series

All Applications must be received by:

POSITION SUMMARY:

The Administrative Assistant performs a variety secretarial and administrative duties. This position is distinguished from the Administrative Secretary position by the complexity and types of secretarial and administrative duties performed. The position titles above the entry level include higher level secretarial and administrative duties. Employees are hired at the entry level position title and are eligible for reclassification to the higher level position titles within this series consistent with the specifications for the higher level position title. The position title reverts to the entry level when there is a vacancy.

ORGANIZATIONAL LEVELS:

Administrative Assistant I - This is the entry level position title within this series. Employees at this level are expected to perform a variety of secretarial and administrative duties for one or more upper level managers and to train for the next higher level.

Administrative Assistant II - This is the second level position title within this series. Employees at this level are expected to perform higher level secretarial and administrative duties which require more knowledge of word processing functions, more knowledge of Trial Court policies and procedures, and to exercise more independent judgment.

MAJOR DUTIES:

Administrative Assistant I Duties:

Types a variety of standard documents from handwritten drafts and other materials.

Coordinates the distribution of correspondence.

Proofreads typed material for accuracy and correct punctuation, spelling, grammar, and legal citation (if necessary).

Assists the public and court division personnel with problems they may encounter with Trial Court policies and procedures.

Arranges meetings and screen calls as needed.

Maintains department records and orders supplies. Maintains records of department invoices.

Drafts routine correspondence.

Assists in the maintenance of time and reporting information and prepares fiscal documents.

Prepares fiscal and statistical reports.

Provides clerical and procedural support as needed, including answering the telephone.

May provide secretarial assistance to other Department Heads.

Performs related duties as required.

Administrative Assistant II Additional Duties:

Prepares complex and detailed documents requiring the use of macros and other special command functions.

Coordinates the performance of administrative duties to support special projects and initiatives undertaken by the office.

Responds to more complicated inquiries related to policies and procedures.

Develops and maintains databases and spreadsheets.

Acts as liaison with other offices, departments and outside agencies.

Recommends and implements more effective office procedures and routines.

Performs all of the duties of the lower level position title within this series as required.

POSITION REQUIREMENTS:

Administrative Assistant I Requirements:

High school diplomas or the equivalent and four years of secretarial experience, or an equivalent combination of education and experience.

Knowledge of clerical and office procedures.

Knowledge of basic English, grammar, spelling and punctuation.

Knowledge of and proficiency in the use of personal computers and related software, including Microsoft Windows and WordPerfect for Windows. Ability to use spreadsheets

preferred.

Ability to type proficiently.

Ability to operate standard office equipment, including photocopier machines, calculators, and fax machines.

Ability to work professionally with judges, court officials, court employees, and the general public.

Ability to set up and maintain filing systems.

Ability to work independently and follow oral and written instructions.

Administrative Assistant II Additional Requirements:

A minimum of three years of experience as an Administrative Assistant I.

Considerable knowledge of and demonstrated ability to perform more complicated word processing functions and spreadsheet software.

Considerable knowledge of office policies and procedures and demonstrated ability to apply those policies to inquiries.

Demonstrated ability to independently complete assignments and to handle multiple assignments.

Demonstrated ability to identify problems and to develop feasible solutions.

SALARY RANGE:

Completed Trial Court Application for Employment should be forwarded to:

Applications for Employment are available at all court locations and at the Administrative Office.

AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER